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Records Management Responsibilities

May 11, 2021

Dear Colleagues,

EPA's National Records Management Program (NRMP) provides direction, policy and guidance on managing the records that support EPA's mission. NRMP would like to remind Agency employees about the importance of our federal records management (RM) responsibilities, including the two important points below:

- **Use of Personal Messaging Accounts and Devices for Official Agency Business:**

EPA **strongly discourages** the use of personal email or other personal electronic messaging systems, including text messaging on a personal mobile device, for sending or receiving Agency records, but to the extent such use occurs, the individual creating or sending the record from a non-EPA electronic messaging system must copy their EPA email account at the time of transmission or forward. The Federal Records Act (FRA) prohibits the creation or sending of a federal record using a non-EPA electronic messaging account unless the individual creating or sending the record either: (1) copies their EPA email account at the time of initial creation or transmission of the record, or (2) forwards a complete copy of the record to their EPA email account within 20 days of the original creation or transmission of the record.

- **Text Messages/Pictures/Videos/Audio Records on your EPA Mobile Device:**

EPA discourages the use of text messages for sending or receiving records on your EPA mobile device. To the extent such use occurs, forward a copy of the message to your EPA email account within 20 days of creation or sending. When forwarding text messages, pictures, videos, and audio from the mobile device to the EPA email system, be sure to include the time, date, subject, and sender/recipient of the message whenever possible. Follow these [instructions](#) to forward a text message from a mobile device to your EPA email account.

Records help document, codify, and explain our work as an Agency. That's why it's so important that records created or received using various tools and platforms must always be properly preserved in accordance with applicable statutes, regulations, EPA policy, guidance, and records schedules. It's also why all of us as EPA employees are responsible for identifying and managing records created or received on a mobile device, just like any other record source.

For more information about EPA's records management program and how you can improve your own records management practices, please see the [National Records Management Program SharePoint site](#).

Thank you,

Vaughn Noga
Chief Information Officer and
Deputy Assistant Administrator for Environmental Information

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